



THE LONDON BOROUGH
www.bromley.gov.uk

Discretionary Housing Payment Claim Form

Please answer the following questions to explain why you need a discretionary housing payment to help pay your rent. It is important that you tell us as much as possible about your circumstances. Please send us any documents you have to support your answers.

Please tick if you are in receipt of Universal Credit

Your full name

Partners full name

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Your National Insurance Number

Partners National Insurance Number

--	--

Your Address

--

Post Code:

--

Daytime telephone number

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Part 2: About your home

When did you move to your current home?

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How did you find your home? (for example Letting Agency, Friend or Local Authority)

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Please detail any enquiries you have made with the Council/DWP as to the level of Housing Costs you would receive, including responses given.

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When moving to your current home how did you expect to pay your rent?

Please details any reasons for needing to remain in the area you are currently living.

If your home has been adapted to meet a disability need, please explain what changes have been made and confirm who funded and carried out this work.

Part 3: About reducing your Housing Costs and/or increasing your income

What steps have you taken to reduce your Housing Costs?

What steps have you taken to find cheaper and/or smaller accommodation

What steps have you taken to obtain employment or increase the hours you work?

Please detail any requests to your landlord to reduce your rent

Part 4: About your rent

How much is your rent? Please provide proof of this (tenancy agreement or declaration/letter from your landlord).

How much is the Housing costs element in your award of Universal Credit? Please provide proof of this (print out of latest UC entitlement award)

If in rent arrears, please advise as to the amount and the period these cover

If not in rent arrears, please explain how you have paid for your rent so far?

Please advise of any recovery action taken by your landlord

Part 5: Other information

Please give details of any disabilities or health problems

Please explain what hardship you are suffering because of the shortfall in rent

Please tell us anything else you think we should know to help us make a decision

Declaration

Please read this declaration carefully.

- I declare that the information I/we have given on this form is correct and complete to the best of my/our knowledge
- I authorise the council to make any necessary enquiries to verify the information on this form including the checking of my Universal Credit entitlement with the Department of Works and Pensions
- I authorise the council to cross check the information I have given with other sections within the council, other councils and any other public bodies involved in the protection of public funds.
- I understand that I have a duty to give the council such information as it may require, to enable it to make a decision.
- I understand that if I give information that is incorrect or incomplete or fail to report any changes that might affect my discretionary housing payment I may be prosecuted.

Claimant signature

Date

Partners signature

Date

If someone else has filled in this form on your behalf please ask them to sign and date the form below. If they work for an advice or support organisation please say which.

Name

Signature

Date

Use of your personal data

The London Borough of Bromley may use your personal data without your specific consent to provide you with one or more council services, and to comply with the council's statutory and legal obligations. Information about how the council uses and protects personal data and about personal data rights is available at

www.bromley.gov.uk/privacy

Please return the completed form to: The Benefits Section

London Borough of Bromley

Civic Centre

StockwellClose

Bromley

BRI 3UH